

<b>POLICY OR PRECEDENT</b> <b>(XVIII Abn Corps and Ft Bragg Memo 25-50)</b>																											
<b>1. SUBJECT</b> Buying Recycled Products		<b>2. MASTER POLICY NO.</b> 96																									
<b>3. ORIGINATOR</b> SFCA-SR-BR	<b>4. PHONE NUMBER</b> 396-4362	<b>5. DATE ESTABLISHED</b> 31 January 2005																									
<b>6. SYNOPSIS: (if more space is needed, use reverse side.)</b>  <div style="margin-left: 40px;"> <p>a. Purpose. To establish the installation policy and guidelines for complying with Executive Order (EO) 13101 for purchasing environmentally preferable items.</p> <p>b. Applicability. This policy applies to all Corps and Tenant units on Fort Bragg.</p> <p>c. Responsibilities.</p> <p>(1) All federal agencies must comply with executive branch policies for the acquisition and use of environmentally preferable products and services, and implement cost-effective procurement preference programs favoring the purchase of the products and services.</p> <p>(2) Agencies must acquire recycled-content and other environmentally preferable products, where cost effective, and prepare written determinations for official signature whenever they acquire Environmental Protection Agency (EPA) designated items that do not meet the EPA minimum recovered material standards.</p> <p>(3) The EPA designated "guideline items"; a list of which can be found at <a href="http://www.epa.gov/cpg/products.htm">www.epa.gov/cpg/products.htm</a>.</p> <p>(4) Contracts awarded after 14 September 1998, for support services or operations of government owned or leased facilities, shall include provisions that obligate the contractor to comply with EO 13101 within the scope of their operations.</p> <p>d. Exemptions. Recycled-content products meeting EPA guidelines will always be purchased unless they:</p> <p>(1) Are not available within a reasonable period of time.</p> <p>(2) Fail to meet the performance standards set forth in applicable specifications or fail to meet reasonable performance standards of the procuring agency.</p> <p style="text-align: center;">(Continued)</p> </div>																											
<b>7. TYPE POLICY</b>  <div style="margin-left: 20px;"> <input type="checkbox"/> <b>NEW</b>   <input checked="" type="checkbox"/> <b>CHANGE</b>   <input type="checkbox"/> <b>REVOCATION</b> </div>		<b>8. IDENTIFY POLICY AFFECTED</b> This policy supersedes Master Policy No. 96, 15 February 2001  <b>9. LAST REVIEWED</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">DATE</th> <th style="width: 35%;">REVIEWING OFFICER</th> <th style="width: 35%;">ORGANIZATION</th> <th style="width: 15%;">INITIALS</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		DATE	REVIEWING OFFICER	ORGANIZATION	INITIALS																				
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		<b>10. APPROVED:</b> //originalsigned// DAVID E. QUANTOCK, COL, GS, Acting Chief of Staff																									
<b>11. DIRECTIVE ON WHICH BASED (Show date, subject, and origin.)</b> Executive Order 13101, 14 Sep 98, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition																											
<b>12. DISTRIBUTION</b> C, E		<b>13. DATE PUBLISHED</b> 4 April 2005																									

(3) Are not available from a sufficient number of sources to maintain a satisfactory level of competition (i.e., available from two or more sources).

(4) Are only available at an unreasonable price (if the cost of the recycled-content product exceeds comparable product costs, the cost is considered unreasonable).

e. Claiming an exemption.

(1) An exemption may be claimed if one or more of the criteria in paragraph 4 are met.

(2) To invoke the exemption, for those units/activities commanded by a General Officer (GO), the technical or requirements personnel must prepare a written determination for the GO to sign. If the unit/activity does not have a GO, the technical or requirements personnel must prepare a written determination to be signed by the commander of the unit/activity and forward the purchase request document to the Contracting Office. The enclosed "Recovered Materials Determination Form" may be used to document the determination, and is available on-line at <http://www.afcee.brooks.af.mil/EQ/ap/gg/default.asp>. The form may be used in the following ways:

(a) Determination forms may be used for all procurement actions that include one or more guideline items, to certify that the purchase meets EPA requirements (in which case the requester signs it).

(b) Determination forms may be completed only for purchases that invoke an exemption.

f. Government Purchase Card (GPC) Cardholders.

(1) Written determinations need not be provided for GPC purchases valued at \$2,500 or less; however, it is highly recommended that some form of documentation be affected.

(2) Government Purchase Card Authorization Card purchases valued at greater than \$2,500 must be documented by an approved determination.

g. Specific Requirements. If a contract includes the purchase of guideline items, the contract specifications must be written so as to require the product to meet EPA recovered material content requirements, unless written determination for an exemption is provided for the contract file before the contract is awarded.